

	<b>NEW HAMPSHIRE NURSES' ASSOCIATION</b>		<b>MEETING MINUTES</b>
Committee:	Commission on Nursing Practice	Time called to order:	5:33 pm
Date:	May 11, 2017	Time adjourned:	7:02 pm
Presiding Officer:	Jennifer Johnson		
Members Present:	Lindsay Goss	Members Absent:	
	Gene Bois	Amanda Carmichael	
	Darby Thomas	Holly Clayton: excused	
	Mary Ellen King		
Guests:	Joan C. Widmer, NHNA Nurse Director		
Staff Present:			
Others:			
Recording Secretary:	Darby Thomas		

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Call to order</b>	Jennifer called the meeting to order at 5:33pm.	

AGENDA ITEM	DISCUSSION	ACTION
<b>2. Approval of April Minutes</b>	April minutes were approved by the members, with Lindsay Goss abstaining due to attending April meeting as a guest.	
<b>3. Introduction of New Member/Meet</b>	Lindsay Goss introduced herself to the group after each member gave a brief overview of their nursing background.	
<b>4. New/Old Business</b>	Joan Widmer/Jen	
<b>a. Planning of 5-K tabled to next meeting.</b>	Final street approval will be 1 week prior to event. (this is normal)	
<b>b. Student Conference Survey Update</b>	No responses were received from the students. Several positive responses were received from Exhibitors. Parking was noted to be difficult and this will be addressed prior to the event next year.	
<b>c. CE Unite update</b>	A Webinar will be available for the Spotlight on Nursing event. It will be on Eventbrite with a Live version of the event available. The event has been promoted to local hospitals.	

AGENDA ITEM	DISCUSSION	ACTION
<b>d. Exhibitor suggestions-Health Fair</b>	Additional permits will be needed by vendors if they intend on selling goods. We will be needing to obtain sponsors and vendors for the event.	Committee members need to be thinking of potential sponsors and vendors/exhibitors. Please email or handwrite a list by June 15 to Joan Widmer. 3 Gold Sponsors are needed for the event.

AGENDA ITEM	DISCUSSION	ACTION
<p><b>e. Spotlight on Nursing-logistics</b></p>	<p>Food and Beverages discussed for the event.</p>	<p>A list will be comprised and disseminated to members prior to the event.</p> <p>Joan:</p> <ul style="list-style-type: none"> <li>Bi-fold agenda- in progress</li> <li>Check to see if there is a coffee carafe</li> <li>Cheese Platter</li> <li>Veggie Platter</li> <li>Donated good for the shelter please 😊</li> </ul> <p>Jennifer</p> <ul style="list-style-type: none"> <li>Meatballs/grape in crock pot (two pots)</li> <li>Tooth picks</li> <li>Can bring a Keurig with K-cups if needed</li> <li>Box for donated goods</li> <li>To write very brief introduction and introduce</li> <li>Donated good for the shelter please 😊</li> </ul> <p>Gene</p> <ul style="list-style-type: none"> <li>Plasticware (cocktail plates, napkins forks and spoons (not sure if we will need knives), Ice and coolers</li> <li>○ Donated good for the shelter please 😊</li> </ul>
<p>Page 4</p>		<ul style="list-style-type: none"> <li>• MaryEllen <ul style="list-style-type: none"> <li>○ Tea and cups. Should we also</li> </ul> </li> </ul>

AGENDA ITEM	DISCUSSION	ACTION
	We will be collecting for the food shelter.	
	The event is from 6-8:30. The first speaker will arrive at approximately 5:45 pm. Mary Ellen would like to arrive at 5:30 to work at the registration table. Members are able to arrive as early as 4 pm to assist with set up.	
	Holly will introduce Aita Vonceil Romain and Karry Lattage	
	Mary Ellen will introduce Laurie Nolan-Kelley	
	Jennifer will introduce Lisa Withrow	
	A survey will be distributed at the event.	
	Exhibitors: St. A's and Granite State College	
<b>f. ANA Position Statements</b>	Joan will give ANA Position Statements to Jennifer and these will be then disseminated by Jennifer to the committee members. We will then discuss and decide whether these are to be posted on our NHNA website.	
<b>g. October Annual Banquet</b>	Tentative date is Oct. 25. Christa Mcauliffe facility is potential location.	

AGENDA ITEM	DISCUSSION	ACTION
<b>a. Status of NH News Articles</b>	Mary Ellen and Darby working on articles.	
<b>Adjourn</b>	Meeting adjourned at 7:02 pm	